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PART I

IMPORTANT GOVERNMENT ORDERS

FINANCE SECRETARIAT

Submission of application for membership of the Karnataka Government Employees' Relief and Welfare Fund-instructions regarding—

OFFICIAL MEMORANDUM

No. FD 16 EWF 71, BANGALORE, DATED, THE 27TH MARCH 1974.

It has come to the notice of Government that the applications received from the employees for membership of the Karnataka Government Employees' Relief and Welfare Fund are generally found to be incomplete or incorrect in some respect or the other and that these omissions and discrepancies hamper proper scrutiny of these applications and admission of the applicants as members of the Fund. To facilitate quick examination of the membership applications and speedy enrolment of members, the following instructions are issued for the information and guidance of all employees, intending to apply for membership of the Fund.

2. *Eligibility For Membership*

2.1. Membership of the Fund is open to—

(a) all Government employees appointed to Civil Services and posts in connection with the affairs of the State, including employees working on work-charged establishment or contingent establishment;

(b) all employees of local bodies and aided educational institutions in the State.

2.2. The employees mentioned above who belong to the following categories are, however, not eligible for membership——

(a) employees appointed on contract,

(b) employees not in whole-time employment,

(c) employees paid otherwise than on a monthly basis, including those paid on a piecework basis, and

(d) employees who are already members of a departmental Welfare Fund except the Karnataka State Teachers' Benefit Fund.

3. How to Apply.

3. 1. The application for membership has to be in the prescribed *pro forma* (copy enclosed) and in duplicate.

3. 2. Printed application forms may be obtained from——
(a) the office of the Deputy Commissioner of the District, or
(b) the local representatives of the Karnataka State Government Employees' Association at the Taluka or District headquarters, or
(c) the Heads of offices

3. 3. If printed forms are not readily available, typewritten forms may be used.

3. 4. While making the application the following particulars should be clearly and correctly indicated :
(a) Name and designation of the applicant,
(b) The office or Institution in which the applicant is working,
(c) The date from which membership is sought,
(d) The amount of monthly pay, inclusive of additional basic pay drawn,
(e) The name and address of the nominee,
(f) The relationship of the nominee with the applicant,
(g) Where more than one person is nominated, the proportion in which the amount of "death relief" is shareable among the nominees ; and
(h) Where the nominee is a minor, the age of the nominee and the name and address of the person, authorised to receive "death relief" during the minority of the nominee.

3. 5. The nominee should necessarily be a member of the applicant's family The term family means and includes—
(a) wife/wives in the case of male applicant ;
(b) husband in the case of a female applicant ;
(c) legitimate children, including adopted or step children ;
(d) father ; and
(e) mother.

3. 6. The application should invariably be accompanied by a declaration in the following form :

"I am not a member of any departmental welfare fund, except the Karnataka State Teachers' Benefit Fund" ;

3. 7. The application should be addressed clearly as under:
"The Secretary,
Regional Committee.....District,
Karnataka Government Employees' Relief and Welfare Fund C/O
Deputy Commissioner,
.....District
....."

In the first two blanks the name of the District in which the applicant is working and in the third blank the district headquarters should be mentioned.

3. 8. The application duly filled and signed should be submitted through the Head of the office/local body/aided educational institution under whom the applicant is working.

4. These instructions should be brought to the notice of all employees concerned.

M. SANKARANARAYANAN,

506 *Joint Secretary to Government,*
Finance Department

Scrutiny and disposal of application for membership of the Karnataka Government Employees' Relief and Welfare Fund—Instructions regarding—

OFFICIAL MEMORANDUM

No. FD 18 EWF 74, BANGALORE, DATED THE 27TH MARCH 1974.

According to rule 8 of the Karnataka Government Employees' Relief and Welfare Fund, 1971 the application for membership of the Fund is required to be submitted to the Secretary of the Regional Committee of the District concerned through the head of the office/local body/aided educational institution.

2. Before sending the application to the Regional Committee, the head of the office/local body/aided Educational Institution should scrutinise it and verify :—

(a) Whether the applicant is eligible for the membership of the Fund, according to the provisions of rule 3 of the above rules;
(b) Whether the applicant has furnished a declaration to the effect that he is not a member of any departmental welfare fund, except the Karnataka State Teachers' Benefit Fund;
(c) whether the amount of monthly pay inclusive of additional basic pay mentioned in the application is correct;
(d) whether the nomination made for the payment of death relief is in conformity with rule 9, read with rule 4 (b) of the above rules; and
(e) whether the application is duly filled and completed in all respects, as required by O.M. No. FD 16 EWF 74, dated 27th March, 1974.

3. If, after scrutiny and verification of the application as above, the Head of the office/local body/aided institution is satisfied that the applicant is eligible for membership of the Fund and that it is duly filled and is complete and correct in all respects, he should send the application to the Regional Committee. He may reject the application, if the applicant is not eligible for membership and may issue suitable instruction to the applicant, if necessary, where the application is not duly filled, or is incomplete or incorrect and have it duly complete or corrected. No application should be kept pending for more than ten days from the date of its receipt.

4. Where, after scrutiny of the application, the applicant is found to be *prima facie* eligible for membership, the recovery of monthly subscription should be started immediately, without waiting for intimation of admission to the Fund from the Regional Committee.